

TO: WIB Chairs
WIB Directors
Program Directors

FROM: Roy Templeton
Deputy Commissioner, ITS Director

DATE: June 29, 2005

SUBJ: DWD Commissioner's Directive #2004-45
Revised PMIS Manual

RE: Workforce Investment Act

Purpose:

The purpose of this communication is to issue the revised Participant Management Information System (PMIS) Manual. This manual provides instructions for client tracking and data reporting for the Workforce Investment Act (WIA).

Rescissions:

DWD Communication #2003-38 is rescinded July 1, 2005.

Content:

The PMIS Manual changes in this revision include:

- ONET codes must be used, replacing DOT codes
- Procedures for maintaining records are clarified
- Definitions are revised for:
 - individual with a disability
 - eligible veteran status
 - disabled veteran
 - special disabled veteran
 - highest grade completed
 - homeless/runaway youth
 - foster child

- employment status
- unemployment compensation status
- student status
- institutionalized exit
- health/medical exit
- family care responsibilities exit
- reservist exit
- A line code (EE) is added to collect 'enrolled in education'.
- A data item is added:
 - school status at exit
- An exit code is added:
 - relocated to a mandated residential program

Additional clarifying changes have also been made.

Effective Date:

July 1, 2005

Ending Date:

July 17, 2006

Action:

Local administrators should ensure local PMIS systems collect and document data as described in the revised manual. This revised manual should be provided to appropriate staff for implementation by July 1, 2005. An electronic file of this manual will be sent to PMIS Contacts and may be used as the basis for a local manual. Direct questions to Rick Lindsey at 317-232-8486 (rlindsey@DWD.In.Gov)

Participant Management Information System

For the Workforce Investment Act

INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT

Effective July 1, 2005

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Purpose

The Participant Management Information System (PMIS) is used to track participant information, activities, and outcomes for most programs funded by the Workforce Investment Act (WIA).

Questions or comments related to PMIS should be addressed to the attention of Rick Lindsey at 317/232-8486 (rlindsey@DWD.In.Gov).

Data System

Any system validated by DWD can be used as the local data system for participants receiving services funded by WIA. Validation consists of validating the system used as well as the local procedures in place to assure consistent data quality and must be requested by the local WIB. Changes to validated systems must be coordinated with and approved by DWD to maintain the system validation. WIB Boards select a PMIS Contact to represent the WIB for PMIS purposes.

For WIA, WIB Boards are responsible for the weekly submission to DWD of PMIS data files created by a validated system. The following files must be submitted in the prescribed format. (YY = last two digits of Program Year).

YYAPP.TXT

YYACT.TXT

YYEXIT.TXT

YYCONT.TXT

For PY'05 the files will contain all WIA participants active since July 1, 2002. Partner skill gainer records should only be submitted for the PY they occur.

	First Data Submission	Final Data Submission
PY'04		July 18, 2005
PY'05	July 25, 2005	July 17, 2006

Data must be submitted to DWD by email (PMIS@DWD.In.Gov). Data should be submitted on or before Monday (or Tuesday if Monday is a holiday) and include at a minimum all data entered into the local data system through the previous Thursday. Data files transmitted to DWD should be compressed using data compression software such as PKZIP. Zipped files should be named "WSAXX.ZIP" (XX = WSA number).

Automated Input Requirements for Processing PMIS Data

To assure timeliness and accuracy of participant data, the application data is required to be entered into a validated PMIS system within 10 working days from the date of registration. Transaction data for services that require a unique enter/exit date must be entered within 10 working days of receipt of service. Transaction data for services that allow recording an enter date for the day the client first receives a service and an exit date for the last day that client receives the service must record the enter date of the service within 10 working days of first receiving the service. The exit date for these transactions must be the last date the service was provided and must be entered into the system within 45 days from the actual last date the service was provided.

The exit date is the date of last service (except follow-up) and must be entered within 100 days of the last service date.

Failure to meet this timeliness standard may result in the loss of incentive funds and/or other sanctions.

Records

Procedures must be developed by the local WIB to ensure participant records are kept for three (3) years after the WIB submits the final expenditure report for that funding period to DWD. For PY'05 the WIB is responsible for maintaining participant records of exiters in PY'02, PY'03, and PY'04 in addition to the PY'05 records. Records for clients exited in PY'01 or before (those exited before July 1, 2002) can be destroyed if resolution is complete for all audit or monitoring issues.

Procedures for maintaining participant records must include all paper and electronic records including case files, case notes and documentation. WIBs must maintain the participant records and documentation for closed case files in a central location within the service area organized in a manner that allows ready access by state and federal reviewers. Participant records for all active clients (or those receiving follow-up services) must be maintained within the service area in a location or locations that allow ready access for review by state or federal reviewers. The location of participant files must be identified in the "Office Name" field of the last activity record entered for that record. In areas that do not maintain paper copies of case notes, provisions must be made to immediately print out case notes or allow state or federal reviewers to review and/or print out the electronic case notes directly, at the reviewers discretion. State or federal reviewers may collect case files for review off site at the reviewer's discretion.

A case file should be maintained for each enrollment period. An enrollment period starts with the first WIA funded service that requires registration and ends with the last WIA or partner service provided (except follow-up). If there is an unplanned gap in services of more than 90 days, and another WIA service requiring registration is provided, this becomes a new enrollment period.

After an enrollment period is complete and follow-up to the client is also complete a transaction record must be entered using line code 'AR' to show the case file is being archived to a central location in the WSA. For WSA's maintaining all case files in a central location within the WSA, this entry is not required.

If an audit is begun or claims instituted, such records must be kept until the litigation, audit or claim has been finally resolved.

Application Update Procedures

Locally developed paper PMIS forms are required for application, activity, and exit transactions and must contain all required data elements. Unless otherwise directed, applicant characteristics must not be updated after registration. The following procedure should be followed when updating PMIS forms.

- 1) Draw a line through the item being changed, leaving it legible.
- 2) Record the date the application is being updated near the original date.
- 3) Review the application with applicant and draw a line through all information that needs to be updated, leaving it legible.
- 4) Record the updated information near the original information.
- 5) The interviewer, applicant, and other signatory (if required) must re-sign and date attesting to the correctness of the updated information.

Correction Procedure

If corrections must be made to activity entry dates or activity exit dates a description and explanation of the change must accompany the data submission. If corrections must be made to social security numbers, program codes, labor force status, registration dates, program exit dates or program exit codes, a description and explanation must be submitted to DWD and approved before changes are made to the electronic files. The request for correction should include the social security number, enrollment date, data currently in the system for the field to be changed, proposed data change, and the rationale for the change.

If an error has occurred in recording data, the PMIS forms may be changed by the following procedure:

- 1) Draw a line through the incorrect response, leaving it legible.
- 2) Mark, if appropriate, or place the correct response near the incorrect data.
- 3) Initial and date the correction close to the error. If the correction is one that affects an eligibility criterion for any program, the applicant/participant must also initial and date the correction

The use of "white out" for correction of forms is unacceptable for tracking the error and its correction.

WIA Activity Tracking

Once a participant receives a WIA funded service that requires registration, all activities/services provided to the client must be tracked in the PMIS system, whether WIA funded or partner funded (unless the activity/service is Wagner-Peyser funded and entered in the CS3 system) if the partner-funded activities are part of a WIA service plan.

The projected end date is required for all activities that do not enter/exit on the same day. The line code definition section provides guidance for specific line codes.

Data Documentation

This manual describes documentation required in the case file to document reported data. These requirements do not replace the documentation requirements for eligibility purposes. Many of the data items required for eligibility purposes are not required to be reported through the PMIS system.

WIA Registration

WIA distinguishes self-service and informational activities as separate from the other activities within the WIA service categories (core, intensive, and training). There are two main factors to consider when determining which core services require adults and dislocated workers to be registered and counted in the performance measures:

1. Level of staff involvement with the customer. When there is significant staff involvement in terms of resources or time, individuals receiving the staff-intensive core services are required to be registered for the adult and dislocated worker programs (all youth customers receiving a reportable WIA service are required to register).
2. Purpose of the service. The Act specifically excludes those individuals who participate in self-service activities only (such as browsing the Internet). For staff-assisted activities, the purpose of the service should be examined to determine if registration is required for the service. Services that are designed to inform and educate individuals about the labor market and their employment strengths, weaknesses, and the range of services appropriate to their situations should be considered informational in nature and therefore do not require registration. However, staff-assisted services that are designed to impart job seeking and/or occupational skills require registration.

For example, individuals receiving the following categories of core services must be registered.

- Staff assisted job search and placement assistance, including career counseling

- Staff assisted job referrals (such as testing and background checks)
- Staff assisted job development (working with employer and job seeker)
- Staff assisted workshops and job clubs

It is important to keep in mind that an individual must receive a WIA funded staff-assisted core, intensive, or training service to trigger registration. For example, in a One-Stop environment, if an individual received only Wagner Peyser funded core services or TANF funded case management, and did not receive any WIA funded staff-assisted core, intensive, or training service, that individual would not be registered for WIA. However, as long as an individual has received WIA funded staff-assisted core, intensive, or training and goes on to receive non-WIA funded partner services, that person must be registered for WIA. The date a client receives the first service that requires WIA registration is the WIA registration date.

Tracking Partner Program Participation

Participation with partner programs that are part of the WIA service plan must be tracked as a transaction record using the appropriate line code. Approximate enter/exit dates may be used for partner transaction records to indicate the partner is providing services to the client. Record only those programs that fund services coordinated with the individual's WIA title I-B service plan. Pell Grant (line code PG) must be reported for all clients receiving a Pell Grant. Only one partner code entry is required during the participation of the client.

Partner services can extend the exit date from WIA title I-B if the service would qualify under WIA as core services (other than informational or self-service), intensive services, training services, or youth activities (except for follow-up services). They also include similar employment and training activities, such as Adult Literacy Training. They do not include services that provide income support (e.g. Food Stamps, TANF grants, Unemployment Compensation). To extend the WIA exit date, the partner service must be a part of the WIA service plan.

Tracking Skill Gainers

Tracking skill gainers of partner program clients can be done in the PMIS system at the option of the WIB. Program code SG is used to report a partner client that gained a skill. Paper forms are not required for program code SG records.

Data needed for optional tracking of non-WIA system skill gainers:

Application Data (PMIS 1)

SSN

WSA_NO

PGCD (Use 'SG' for non-WIA skill gainers)

ENROLL_DAT (Use the date the data is being entered into the system or the date the skill was attained)

RESID_CO (Necessary to assign skill gain to planning region)

Activity Data (PMIS 2)

SSN

WSA_NO

PGCD (Use 'SG' for non-WIA skill gainers)

ENROLL_DAT

ENT_ACTIV (Use the approximate date the skill gain was achieved)

ACTIV_STAT (Use enter/exit)

LINE_CODE (Use the partner participation code for the partner primarily responsible)

Record one of the credential fields representing the skill gain

Attained High School Equivalency Diploma or GED

Attained High School Diploma

Attained AA or AS Diploma

Attained BA or BS

Attained Certificate of Technical Achievement (CTA)

Occupational Skills License

Occupational Skills Certification/Credential

Attained Journey Status

Attained Other Credential (as described in approved local plan)

EXIT_ACTIV (Use the same date as the enter activity date)

The 10-day data entry requirement does not apply to these records.

Tracking Reading and Math Grade Levels for Youth

Beginning July 1, 2003, reading and math grade levels must be gathered at approximately the point of registration and at intervals of approximately every 12 months during the participation of the youth in the WIA program. Math and reading levels must also be recorded at approximately the time of program exit. The reading and math levels at registration will be recorded in the application data while the interval levels and exit level will be recorded in the activity records. For interval and exit levels an enter/exit activity should be completed using a line code beginning with Z and the enter/exit date should coincide with the date of testing. Interval testing is only required for youth determined basic skills deficient at the point of registration. Interval testing is no longer required after basic skills have been achieved.

Z1	First Interval
Z2	Second Interval
Z3	Third Interval
.	
.	
Z9	Reading and math levels at exit
ZA	Basic skills achieved.

Testing at the point of registration or interval testing is not required for high school graduates, youth with a GED or in-school youth. For those out-of-school youth not tested and obviously below the 7th grade level at the point of registration, interval testing is required. For individuals that are not testable at the point of registration, interval testing is required if the youth becomes testable.

Exit Procedure

The WIA exit is the last date on which WIA title I or partner services, excluding follow-up services, were received by the individual. An exit can be entered based on the date of a case closure or completion, or a participant not receiving any WIA funded or non-WIA funded partner service for 90 days and is not scheduled for future services except follow-up. Participants who have a planned gap in service of greater than 90 days should not be considered as exited if the gap in service is due to a delay before beginning of training or a health/medical condition.

If an exit is recorded for a client and within 90 days (since the last date of service) another WIA service is provided (other than follow-up), the exit should be removed and services continued for the client. Prior approval is not required for this change but an explanation should accompany submission of data to DWD when this change is made.

If a client is active in multiple WIA programs, program exit should be recorded on the same date for all programs. **The program exit date is the date the last service was provided (excluding follow-up services).**

Receipt of partner services called for in the WIA service plan can extend the exit date. However, the person should exit from WIA when the services in the WIA service plan are finished, even if the partner services continue.

If a record is discovered that should have been exited in a previous program year, and the date of the discovery is over 100 days after the last date a service was received by the individual, the exit date should be recorded as the last date of service and exit code 99 should be used. The details of the error should be recorded in the case file. Exit code 99 will designate an invalid exit. Invalid exits will be considered as negatives for all measures when calculating final performance for the reporting period the exit is entered into the validated system.

ONET Codes

When occupational codes are required ONET codes must be used. ONET codes can be downloaded on the <http://www.onetcenter.org/database.html> web site. These codes should be used for reporting in the PMIS text files without punctuation. For example, the ONET code **25-1065.00** should be reported to DWD in the text files as **25106500** and should not have any embedded blanks. An on-line ONET look-up is available at <http://online.onetcenter.org/>.

Post Exit Tracking

In addition to tracking program activities, the PMIS-2 (transaction record) will also be used for tracking post exit outcomes (such as credentials). Line codes E1, E2, E3, and E4 will designate the post exit quarter that is being reported. For example, a youth in advanced training in the quarter following the exit quarter is recorded with line code E1 (to designate a report of status in the quarter following the exit quarter) and recording “Youth Placed in Advanced Training” from the other outcomes. If the youth is still in advanced training in the third quarter after exit, an activity record will be entered with line code E3 (to designate a report of status in the 3rd quarter following the exit quarter) and recording “Youth Placed in Advanced Training” from the other outcomes. If the quarter is past and no tracking record exists, it will be assumed that none of the outcomes apply for that quarter.

Supplemental Data for WIA Performance Measures

WIBs may choose to collect supplemental data on a continuous basis, on an as needed basis, or not at all. Supplemental data (if available) will be used in the calculation of the entered employment rate and the retention rate. The purpose of supplemental data is to supplement wage records for those individuals that are employed, but wage records are not available. Choosing to maintain supplemental data can also provide valuable management information at the local level.

WIBs maintaining supplemental data on a continuous basis will routinely collect supplemental data if clients are employed in the quarter following the exit quarter and the third quarter following the exit quarter.

WIBs collecting supplemental data on an as needed basis will collect supplemental data after DWD runs performance standard reports and makes available information to the WIB of exiters with no wage records for the quarter following the exit quarter or the third quarter after the exit quarter. WIBs will have 30 days to collect, and enter data into the PMIS system. Line code S1 on an activity record is used to record that the client had wages in the first quarter after the exit quarter. Line code S3 is used to record that the client had wages in the third quarter after the exit quarter. Line code U1 can be used to track clients that did not have wages in the first quarter after exit and U3 for clients that did not have wages in the third quarter after exit.

These activity records should be entered as enter/exit activities. This supplemental data will then be used in the calculation of the entered employment rate and retention rate if wage records are not available.

WIBs recording supplemental data have two options for assuring the accuracy of supplemental data reported.

Option 1: Document each report of supplemental data in the client file consistent with the documentation requirements of Training and Employment Guidance Letter No. 7-99 (March 3, 2000). The documentation must remain in the participant file and available for review.

Option 2: Follow-up services and surveys of the participant may be used to determine that a participant is employed and receiving wages and this information can be entered into the PMIS system. Standard operating procedures must be developed and implemented that assure reported supplemental data is accurate. An example of an acceptable procedure would be telephone verification of a random sample of clients with supplemental data by staff not directly involved in providing client services. The actions taken implementing these standard operating procedures must be documented and maintained for review.

Reporting Other Project Data

Projects such as rapid response will be maintained using a unique identifier code. A program code will be assigned based on funding source and a unique PMIS ID# will be assigned to differentiate the individual projects.

Local Data Needs Beyond Reporting Requirements

It is expected that local areas will collect and maintain data beyond what is required for reporting purposes. For example, there are eligibility requirements that must be met at the local level, but these data elements are not required to be reported in the PMIS system. It is also expected that additional information will be needed locally to track performance outcomes in a manner that provides useful program management data.

Transferring a Client to another WIB

A client can be transferred from one WIB to another if both WIBs agree. In these cases, the complete client record is deleted from the transferring WIB and added to the receiving WIB database. The transferring and receiving WIBs must maintain the paper records for this transferred individual. The receiving WIB will count this individual for performance and reporting purposes. Transfers should be coordinated with Rick Lindsey at 317-232-8486 (rlindsey@DWD.In.Gov).

While an individual can be served by multiple WIBs, only one WIB can report the individual.

Reporting Office Name and Case Manager

Two fields have been added for data validation purposes. Local office name and case manager name will be collected and reported with each activity record in the text file submission to DWD. Automated systems should be revised to report these fields uniformly. These fields will be reported in right justified text fields. When there is a change in local office or case manager, previous activity records are not revised. The most recent local office and case manager are to be entered on the most recent activity record.

Reporting Optional Data

If optional data is collected in an automated system, it is requested that this optional data be reported.

Application Data Requirements (PMIS1)

Documentation instructions call for ‘Match’ or ‘Support’. Match means the documentation in the case file matches the data reported in the electronic file. Support means the documentation in the case file supports the data reported in the electronic file.

Data Item	Required for	Definition and Codes	Reporting Documentation Requirements
Program Code (pgcd)	All	Record the program code for the funding stream creating the registration. 1A WIA Adult 1D WIA Dislocated Worker 1Y WIA Youth 1R WIA Dislocated Worker Project (Rapid Response) NE WIA National Emergency Project	MATCH Case note and PMIS 2 documenting initial service requiring registration provided by the funding stream.
1. Social Security Number (ssn)	All	Record the nine-digit identification number assigned to the applicant by the Social Security Administration under the Social Security Act.	MATCH 1. DD214, Report of Transfer or Discharge 2. Unemployment Insurance Wage Record 3. Employment Records 4. IRS Form Letter 1722 5. Letter from Social Services Agency 6. Pay Stub 7. Social Security Benefits 8. Social Security Card 9. W-2 Form 10. Self-Verification
2. Date of Application	Optional		
3. Date of Registration (enroll_dat)	All	The registration date is the date of the first service (other than informational or self-service) provided by the funding stream represented by the program code. NOTE: This is not a required data item on the paper application form.	MATCH Case note and first PMIS 2 documenting initial service requiring registration provided by the funding stream.

Data Item	Required for	Definition and Codes	Reporting Documentation Requirements
4. Site (site)	Optional	Locally established code that allows optional report breakouts.	
5A. WSA Number (wsa_no)	All	WSA Number	
5B. PMIS ID (pmis_id)	Projects	Number assigned by DWD for project tracking.	
6. Last Name (last_nam)	All	Enter client's last name.	
7. First Name (first_na)	All	Enter client's first name.	
8. Middle Initial (mi)	All	Enter client's middle initial.	
9. Home Address (street)	All	Enter client's home mailing address (number and street).	
10. City (city)	All	Enter client's city.	
11. State (state)	All	Enter client's state.	
12. ZIP Code (zip)	All	Enter client's ZIP code.	
13. County Number (resid_co)	All	Enter client's resident county.	
14. Phone Number (phone)	All	Enter client's phone number.	
16. Birth Date (birthdat)	All	Enter client's birthdate.	MATCH 1. Baptismal Record 2. Birth Certificate 3. DD-214, Report of Transfer

Data Item	Required for	Definition and Codes	Reporting Documentation Requirements
			or Discharge Paper 4. Driver's License 5. Federal, State or Local government Identification Card 6. Hospital Record of Birth 7. Passport 8. Public Assistance/Social Service Records 9. School Records/Identification Card 10. Work Permit
17. Gender (gender)	All	Enter client's gender. 1) Male 2) Female	
18. Race/Ethnic Group	All	Record the client's race/ethnic group from among the following categories. Individuals should be allowed to indicate more than one race/ethnic group.	
White (white)	All	1) Yes, A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. 2) No	
Black (black)	All	1) Yes, A person having origins in any of the black racial groups of Africa. 2) No	
Hispanic (hispanic)	All	1) Yes, A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race. Note: Ethnicity information is collected separately from race information and should be collected before information on race. 2) No	
American Indian or Alaska Native (amindian)	All	1) A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition. 2) No	
Asian (asian)	All	1) A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes for example, Cambodia, China, Japan, Korea, Malaysia, the Philippine Islands, Thailand, and Vietnam. 2) No	
Hawaiian Native or other Pacific Islander	All	1) A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. 2) No	

Data Item	Required for	Definition and Codes	Reporting Documentation Requirements
(pacific)			
19. Individual with a Disability (disabili)	All	<p>1) Yes, the individual indicates that he/she has any “disability” as defined in Section 3(2)(a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). Under that definition, a ‘disability is a physical or mental impairment that substantially limits one or more of the person’s major life activities. (For definitions and examples of “physical or mental impairment” and “major life activities,” see paragraphs (1) and (2) of the definition of the term “disability” in 29 CFR 37.4, the definitions section of the WIA non-discrimination regulations.)</p> <p>3) No, the individual indicates that he/she does not have a disability that meets the definition.</p> <p>0 or Blank) The individual does not wish to disclose his/her disability status.</p>	SUPPORT Applicant statement
20. Citizenship Status (citizens)	All	<p>1) U.S. Citizen</p> <p>2) Non-Citizen, Eligible to Work</p>	SUPPORT Birth Certificate Alien Registration Card [INS Forms I-151, I-551, and I-94, I-688A, I-197, I-179] U.S. Passport Same documents as accepted by INS to complete the I-9-like form locally designed Public Assistance Records DD-214, Report of Transfer or Discharge (If Place of Birth is Shown) Food Stamp Records Foreign Passport Stamped Eligible to Work Hospital Record of Birth Native American Tribal Document Naturalization Certification Baptismal Record With Place of Birth Department of Correction record which indicates citizenship.

Data Item	Required for	Definition and Codes	Reporting Documentation Requirements
21. Selective Service Status (select_s)	All	1) Registered 2) Not Registered 3) Not Applicable	MATCH Acknowledgement letter Contact the Selective Service by phone or through Web Site DD-214, Report of Transfer or Discharge Local/State Registration Process Selective Service Advisory Opinion Letter Selective Service Registration Card Selective Service Registration Record (Form 3A) Selective Service Verification Form Stamped Post Office Receipt of Registration
22. Eligible Veteran Status (vet_stat)	All	1) Yes, Eligible Veteran: A person who served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167(a),(d),or,(g),673(a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge. 2) No, not an eligible veteran. 3) Yes, Other Eligible Person: A person who is (a) the spouse of any person who died on active duty or a service-connected disability, (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed , pursuant to 38 U.S.C. 101 and the individual does not meet any other categories. 4) Yes, <= 180 days: A person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days and who was discharged or released from such service under conditions other than dishonorable.	SUPPORT Applicant statement DD-214 Cross match with veteran's data Cross match with labor exchange
Recently Separated Veteran (rec_sep)	All	X) A person who applied for participation under WIA title I within 48 months after discharge or release from active U.S. military, naval, or air service. Blank) The individual does not meet the condition described above.	SUPPORT Applicant statement DD-214 Cross match with veteran's data Cross match with labor

Data Item	Required for	Definition and Codes	Reporting Documentation Requirements
			exchange
Disabled Veteran (disabvet)	All	X) A veteran who served in the active U.S. military, naval, or air service and who is entitled to compensation regardless of rating (including those rated at 0%); or who but for the receipt of military retirement pay would be entitled to compensation, under laws administered by the Department of Veterans Affairs (DVA); or was discharged or released from active duty because of a service connected disability. Blank) Individual does not meet the condition described above.	SUPPORT Applicant statement DD-214 Cross match with veteran's data Cross match with labor exchange
Special Disabled Veteran (spec_vet)	All	1) A veteran who served in the active U.S. military, naval, or air service and who is entitled to compensation under laws administered by the Department of Veterans Affairs (DVA) for a disability, (i) rated at 30% or more or (ii) rated at 10% or 20% in the case of a veteran who has been determined by DVA to have a serious employment handicap. 2) Individual does not meet the condition described above.	SUPPORT Applicant statement Cross match with veteran's data Cross match with labor exchange
Campaign-Related Veteran (cmpn_vet)	All	X) A veteran who served on active duty in the U.S. armed forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized as identified and listed by the Office of Personnel Management (OPM). A current list can be found at OPM's website http://www.opm.gov/veterans/html/vgmedal2.asp Blank) Individual does not meet the condition described above.	SUPPORT Applicant statement Cross match with veteran's data Cross match with labor exchange
Dates of Service (vet_beg), (vet_end)	All	Record the start and end date of active U.S. military service.	SUPPORT Applicant statement DD-214 Cross match with veteran's data Cross match with labor exchange
23. Highest Grade Completed (highgrad)	All	00 No school grades completed 01–12 Number of elementary/secondary grades completed. 87 High school graduate. Completed the 12 th grade and attained a high school diploma. 13 – 15 The number of school years completed including college, or full-time technical or vocational school years. 16 Bachelor's degree or equivalent. 17 Education beyond the Bachelor's degree. 25 Completed the 12 th grade and attained GED or equivalent. 89 Attained Certificate of Attendance/Completion – Individual with a disability receives a certificate of attendance/completion.	SUPPORT Applicant statement School record School verification Transcript Self-certification

Data Item	Required for	Definition and Codes	Reporting Documentation Requirements
24. School Dropout (hs_drop)	All	1) Yes, is no longer attending school and has not received a secondary school diploma or its equivalent. 2) No	SUPPORT Applicant Statement Self-certification
25. Family Status (fam_stat)	Optional	1) Single Parent - A single, separated, divorced or widowed individual who has primary responsibility for one or more dependent children under age 18. 2) Parent in Two Parent Family 3) Other Family Member 4) Not a Family Member	
26. Number of Dependents (dep_und6), (dep_6_17), (dep_ov17)	Optional	Record the number of dependents the applicant claims in the appropriate age category.	
27. Head of Household (head_hou)	Optional	1) Married head of household 2) Single head of household 3) No	
28. Pregnant or Parenting Youth (preg_par)	1Y	1) Yes, an individual under 22 and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18. 2) No	SUPPORT 1. Birth Certificate 2. Hospital Record of Birth 3. Medical Card 4. Physician's Note 5. Referrals from Official Agencies 6. School Program for Pregnant Teens 7. School Records 8. Applicant Statement 9. Written statement from Social Services Agency
29. Substance Abuse (sub_abus)	Optional	1) Yes 2) No	
30. Limited English		1) Yes - individual has limited ability in speaking, reading, writing, or understanding	

Data Item	Required for	Definition and Codes	Reporting Documentation Requirements
Language (lel)	All	the English language and (a) whose native language is a language other than English or (b) who lives in a family or community environment where a language other than English is the dominant language. 2) No	
31. Displaced Homemaker (displ_hm)	1A, 1D, 1R, NE	1) Yes - individual has been providing unpaid services to family members in the home and who - (a) has been dependent on the income of another family member but is no longer supported by that income; and (b) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. 2) No	SUPPORT Applicant statement Public assistance records Divorce paper Court records Bank records Spouse's layoff notice Spouse's death record
32. Offender (offender)	All	1) Yes - individual (a) who is or has been subject to any stage of the criminal justice process, for whom services may be beneficial; or (b) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. 3) No	SUPPORT Applicant statement Documentation from justice system
34. Poor Work History (lkwkhist)	Optional	1) Yes 2) No	
35. Long Term Welfare Dependency (lt_tanf)	Optional	Record if individual has received assistance under the TANF program for at least 30 months OR within 12 months will become ineligible under the state TANF program. 1) Yes, and TANF eligibility is not exhausted 2) No 3) Yes, and TANF eligibility is exhausted	
36. Homeless/Run-away Youth (homeless)	All	An individual (adult or youth) who lacks a fixed, regular, adequate night time residence is considered homeless. This definition includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated or ordinarily used as a regular sleeping accommodation for human beings. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless. A person under the age of 18 who absents himself or herself from home or place of legal residence without permission of his or her family is considered a runaway	SUPPORT Applicant statement Statement from shelter provider Statement from individual providing temporary residence Statement from social service agency

Data Item	Required for	Definition and Codes	Reporting Documentation Requirements
		youth. 1) Yes, a youth who is homeless, and is a runaway youth. 2) Yes, an adult or youth who is homeless but not a runaway youth. 3) No, a youth who is not homeless but is a runaway youth. 4) No, an adult or youth who is not homeless and is not a runaway youth.	
38. Foster Child (fosterch)	1Y	1) Yes, a person who, at the time of participation, is in foster care or has been in the foster care system. 2) No, the person does not meet the condition described above.	SUPPORT 1. Court Contact 2. Court Documentation 3. Applicant Statement 4. Verification of Payments made on Behalf of the Child 5. Written statement from State/Local Agency
41. Reading Level (readgrad)	1Y	Record the grade level (to the nearest tenth) equivalent in English reading at which the individual is functioning at approximately program entry as determined by a generally accepted standardized test (administered within the last 12 months) or a school record of reading level in English (determined within the last 12 months). Additional coding information (record under grade level information). 13) Assessed as Grade 13 and above. 87) Not tested and obviously below the 7th grade level. 88) Refused testing or other untestable individuals. 98) Has high school degree or GED. 99) Has four-year college degree or above. Note: All youth with reading or math levels at or below 8.9 will be considered basic skills deficient.	SUPPORT Standardized assessment test School records Case notes
42. Math Level (mathgrad)	1Y	Record the grade level (to the nearest tenth) equivalent in math at which the individual is functioning at approximately program entry as determined by a generally accepted standardized test (administered within the last 12 months) or a school record of math level (determined within the last 12 months). Additional coding information (record under grade level information) 13) Assessed as Grade 13 and above. 87) Not tested and obviously below the 7th grade level. 88) Refused testing or other untestable individuals. 98) Has high school degree or GED. 99) Has four-year college degree or above.	SUPPORT Standardized assessment test School records Case notes
Basic Literacy	1Y	The individual meets the State or local level definition of basic literacy skills	SUPPORT Standardized assessment test

Data Item	Required for	Definition and Codes	Reporting Documentation Requirements
Skills Deficient (bskills)		<p>deficient. This definition may establish such criteria as are needed to address State or local concerns, and must include a determination that an individual:</p> <p>Computes or solves problems, reads, writes, or speaks English at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test; or</p> <p>Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or society.</p> <p>1) Yes 2) No 3) N/A</p>	<p>School records</p> <p>Case notes</p>
43. Receiving Public Assistance	All		
TANF (tanf)	All	<p>X = Receiving TANF</p> <p>Blank = Not Receiving TANF</p>	<p>SUPPORT</p> <p>Case notes</p> <p>Cross-match with TANF</p> <p>Public Assistance Records</p> <p>Applicant statement</p>
Refugee Assistance (refug_asst)	All	<p>X = Receiving Refugee Assistance</p> <p>Blank = Not Receiving Refugee Assistance</p>	<p>SUPPORT</p> <p>Case notes</p> <p>Copy of assistance check</p> <p>Applicant statement</p>
General Assistance (gen_asst)	All	<p>X = Receiving General Assistance</p> <p>Blank = Not Receiving General Assistance</p>	<p>SUPPORT</p> <p>Case notes</p> <p>SUPPORT</p> <p>Copy of assistance check</p> <p>Applicant statement</p>
Supplemental Security Income (ssi_asst)	All	<p>X = Receiving Supplemental Security Assistance</p> <p>Blank = Not Receiving Supplemental Security Assistance</p>	<p>SUPPORT</p> <p>Case notes</p> <p>Copy of assistance check</p> <p>Applicant statement</p>
Food Stamps (food_stmp)	All	<p>X = Receiving Food Stamps</p> <p>Blank = Not Receiving Food Stamps</p>	<p>SUPPORT (1A, 1D, 1R, NE)</p> <p>Case notes</p> <p>Applicant statement</p> <p>SUPPORT (1Y)</p> <p>Authorization to obtain Food Stamps</p> <p>Food stamp card with current date</p>

Data Item	Required for	Definition and Codes	Reporting Documentation Requirements
			Food stamp receipt Letter from food stamp disbursing agency Postmarked food stamp mailer with applicable name and address Public assistance records/printout
44. Eligible for Free School Lunch (free_lun)	1Y	1) Yes 2) No	SUPPORT Case notes Applicant statement
45. TANF Case Number (tanf_no)	Optional	Record the TANF case number if applicable.	
46a. Total Family Income (fam_inco)	Optional		
46b. Total Individual Income (ind_inco)	Optional		
47. Maximum Family Size (famsize6)	Optional		
48. County Category (metronon)	Optional	1) Metro 2) Non-Metro	
49. Meets OMB Poverty Level or 70% LLSIL Criterion (omb)	Optional	1) Yes 2) No	
50. Employment Status at	All	1) Not Employed - An individual who does not meet the conditions described below. 2) Employed - An individual who is currently working as a paid employee or who	SUPPORT Applicant statement Case notes showing information

Data Item	Required for	Definition and Codes	Reporting Documentation Requirements
Registration (labor_fo)		works in his or her own businesses or profession or on his or her own farm, or works 15 hours or more per week as an unpaid worker on a farm or in an enterprise operated by a member of the family, or one who is not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job. 3) Employed, but Received Notice of Termination of Employment or Military Separation – An individual who, although employed, either (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is currently on active duty and has been provided a firm date of separation from the military.	collected from registrant at registration Pay Stub
51. Unemployment Compensation Status (uc_statu)	All	1) Obsolete code, do not use. 2) UC Exhaustee - Individual has exhausted all UC benefit rights for which he/she has been determined monetarily eligible, including extended supplemental benefit rights. 3) Neither claimant or exhaustee – Individual is neither an UC claimant nor an exhaustee. 4) Eligible Claimant Not Referred by WPRS - Individual is an eligible UC claimant but was not referred by Worker Profiling and Reemployment Services (WPRS) 5) Eligible Claimant Referred by WPRS - Individual who, at the time of participation in the program, (a) filed a claim and has been determined monetarily eligible for benefit payments under one or more State or Federal Unemployment Compensation (UC) programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights, and (b) was referred to service through the state's Worker Profiling and Reemployment Services (WPRS) system.	SUPPORT UI cross-match CS3 data Self-attestation
53. Date of Last Employment (l_emp_da)	Optional	If not employed, record the date last employed	
54. Weeks Not Employed (unemp_wk)	1A, 1D, 1R, NE	Record the number of weeks not employed within the last 26 weeks (0-26)	

Data Item	Required for	Definition and Codes	Reporting Documentation Requirements
55. Pre-Program Wage (prep_wag)	All	Record the most representative hourly wage for the current job or the last job held	
56. Hours Worked Per Week (prep_hrs)	All	Record the most representative hours for the current job or the last job held	
63a. Dislocation Employer (d_emp_na)	1D, 1R, NE	Record the employer name for the job of dislocation.	
63b. Dislocation SIC (sic_code)	Optional	Record the SIC of the job of dislocation (at least 3 digit level)	
63c. Employer Address	1D, 1R, NE	Record the address of the employer of the job of dislocation	
63d. Employer City	1D, 1R, NE	Record the city of the employer of the job of dislocation	
63e. Employer State	1D, 1R, NE	Record the state of the employer of the job of dislocation	
63f. Employer ZIP	1D, 1R, NE	Record the ZIP code of the employer of the job of dislocation	
63g. Employer County Number	1D, 1R, NE	Record the county number of the employer of the job of dislocation	
63h. Employer Telephone	1D, 1R, NE	Record the telephone number of the employer of the job of dislocation	
63i. Job Title	1D, 1R,	Record the job title of the job of dislocation	

Data Item	Required for	Definition and Codes	Reporting Documentation Requirements
	NE		
63j. ONET Code	1D, 1R, NE	Record the ONET Code that corresponds to the job of dislocation	
63k. Hourly Wage (d_emp_wa)	1D, 1R, NE	Record the representative hourly wage of the job of dislocation	
63l. Hours Worked (d_emp_hr)	1D, 1R, NE	Record the representative hours worked on the job of dislocation	
63m. Date of Actual Qualifying Dislocation (d_empl_t)	1D, 1R, NE	Record the last day of employment at the dislocation job (if multiple dislocations, record the most recent prior to the registration date). Leave blank if there is not dislocation job (e.g. displaced homemakers). If the qualifying dislocation occurs after the date of WIA registration, it is allowable but not required to record the date when it is available.	SUPPORT Letter from company. Documentation from employer, including telephone verification of employment and layoff status. WARN notice with recent pay stub. Rapid response list. Unemployment insurance records. Newspaper article with recent pay stub. One of above with applicant statement establishing specific date.
63n. Union Membership (unionmem)	Optional	Record whether the applicant is currently a union member 1) Yes 2) No	
63o. Union Call-Back Rights (callback)	Optional	Record whether the applicant has union callback rights. 1) Yes 2) No	
67. Low Income (econ_dis)	1A 1Y	A registrant in one or more of the following categories (WIA section 101(25)): (A) receives, or is a member of a family which receives, cash payments under a Federal, State or local income-based public assistance program; (B) received an income, or is a member of a family that received a total family	SUPPORT Alimony Agreement Applicant statement Award Letter from Veterans

Data Item	Required for	Definition and Codes	Reporting Documentation Requirements
		<p>income, for the six-month period prior to registration for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A) and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size does not Exceed the higher of:</p> <p>(I) the poverty line, for an equivalent period; or</p> <p>(II) 70 percent of the lower living standard income level, for an equivalent period;</p> <p>(C) is a member of a household that receives (or has been determined within the 6-month period prior to registration for the program involved to be eligible to receive) Food Stamps under the Food Stamp Act of 1977(7 U.S.C. 2011 et seq.);</p> <p>(D) qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302); or</p> <p>(E) is a foster child on behalf of whom State or local government payments are made.</p> <p><i>May an individual with a disability whose family does not meet income eligibility criteria under the Act be eligible for priority as a low-income youth?</i></p> <p>Yes. Even if the family of an individual with a disability does not meet the Income eligibility criteria, the individual with a disability is to be considered a low-income individual if the individual's own income:</p> <p>(1) Meets the income criteria established in WIA section 101(25)(A) or (B); but is a member of a family whose income does not meet those requirements. [WIA sec. 101(25)(F).]</p> <p>1) Yes, registrant meets the WIA low income definition</p> <p>2) No</p>	<p>Admin</p> <p>Bank Statements</p> <p>Compensation Award Letter</p> <p>Court Award Letter</p> <p>Employer Statement/Contact</p> <p>Farm or Business Financial Records</p> <p>Housing Authority Verification</p> <p>Pay stubs</p> <p>Pension Statement</p> <p>Public Assistance Records</p> <p>Quarterly Estimated Tax for Self-employed Persons</p> <p>Social Security Benefits</p> <p>UI Documents and/or Printout</p>
68. Five (5%) Provision (yth5pct)	1Y	<p>1) Yes</p> <p>2) No</p>	
75. Student Status at Registration (sdntstat)	1Y	<p>Records with Registration Date before July 1, 2005:</p> <p>1) Full-time student - attending any school (including elementary, intermediate, junior high school, secondary or postsecondary, or alternative school or program) on a full-time basis.</p> <p>2) Part-time student- attending any school (including elementary, intermediate, junior high school, secondary or postsecondary, or alternative school or program) on a part-time basis.</p> <p>3) Not a student</p>	<p>SUPPORT</p> <p>Applicant statement</p> <p>Educational institution records</p> <p>Case Note</p>

Data Item	Required for	Definition and Codes	Reporting Documentation Requirements
		<p>Records with Registration Date of July 1, 2005 or later:</p> <p>4) In-school, H.S. or less - the individual has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school or high school whether full-time or part-time), or is between school terms and intends to return to school.</p> <p>5) In-school, Alternative School - the individual has not received a secondary school diploma or its equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency (whether full or part-time), or is between school terms and intends to return to school. For reporting purposes home schooling is considered alternative school.</p> <p>6) In-school, Post H.S. - the individual has received a secondary school diploma or its recognized equivalent and is attending a post-secondary school or program (whether full or part-time), or is between school terms and intends to return to school.</p> <p>7) Not attending school; H.S. Dropout - individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.</p> <p>8) Not attending school; H.S. Graduate - individual is not attending any school and has either graduated from high school or holds a GED.</p> <p>Note: For reporting student status, attending classes that lead to a GED are not considered attending a school.</p>	
76. Youth Who Requires Additional Assistance (adtl_ast)	1Y	<p>1) Yes, registrant requires additional assistance to complete an educational program, or to secure and hold employment as defined by state or local policy.</p> <p>2) No</p>	<p>SUPPORT</p> <p>Applicant statement</p> <p>Case notes</p> <p>Individual service strategy</p>
Follow-up Contact Information	All	Record the name and phone number of follow-up contacts	
Registrant Signature/Date Signed	All	Obtain the signature of the applicant in ink, attesting that the information is true to the best of the applicant's knowledge and there is no intent to commit fraud. The signature also acknowledges that the information on the application is subject to verification and the participant will be exited if found ineligible. Record the date the registrant signs the application.	
Other Signature	Optional	(If Required/Date Signed) - (a) Obtain the signature of a parent or legal guardian if the applicant is under 18 (unless married or head of a household); or, (b) if the	

Data Item	Required for	Definition and Codes	Reporting Documentation Requirements
		applicant is using the income of a parent, legal guardian, or other family member who provided 51 or more percent of the applicant's support during the eligibility determination period, that person must sign the application. Date the receipt of the other signature.	
Relationship to Registrant	Optional	When "other signature" is required, identify his/her relationship to applicant.	
Interviewer's Signature/Date	All	The interviewer shall countersign and date the application	
Data Entry Operator/Date	All	The data entry operator shall sign (or initial) and date to denote the input of the data into the automated system. The date is the date of entry into the validated system.	

Transaction Record Data (PMIS 2)

Data Item	Required for Program Codes	Definition and Codes	Reporting Documentation Requirements
Program Code	All	Record the program code matching the program registration. For concurrently enrolled clients, enter the program code of the program funding the activity. <ul style="list-style-type: none"> • 1A WIA Adult • 1D WIA Dislocated Worker • 1Y WIA Youth • 1R WIA Dislocated Worker Project • NE WIA National Emergency Project • SG Non-WIA Skill Gainer (partner funding) 	SUPPORT Case notes
Social Security Number	All	Enter the participant's nine digit Social Security Number.	MATCH 1. DD214, Report of Transfer or Discharge 2. Unemployment Insurance Wage Record 3. Employment Records 4. IRS Form Letter 1722 5. Letter from Social Services Agency 6. Pay Stub 7. Social Security Benefits 8. Social Security Card 9. W-2 Form 10. Self-Verification
Registration Date	All	Record the date the participant registered into the specific program (the first date a service was provided).	MATCH Case note and PMIS 2 documenting initial service requiring registration provided by the funding stream.
Name (Last, First, Middle Initial)	All	Record the participant name.	
WSA/PMIS ID	All	Enter the WSA number. For projects, the PMIS identification will be assigned.	

Data Item	Required for Program Codes	Definition and Codes	Reporting Documentation Requirements
Site	Optional	Enter the two-digit number. (Optional)	
Activity Entry Date (ent_acti)	All	Record the date the participant entered the activity. This is the date that the participant received the service identified by the line code. For activities such as training, this is the first date the service is received by the participant. For some specialized line codes, the use of this field will be further defined in the code definition section.	MATCH Case notes
Activity Exit Date (exit_act)	All	Record the date the participant exited the activity. This is the date that the participant received the service identified by the line code. If an activity is provided a participant over a period of consecutive days, the activity exit date is the last date the service identified by the line code is provided. If the service is provided multiple times during participation, multiple activity records must be submitted. For activities such as training, this is the last date the service is received by the participant in the training period (such as semester) . For some specialized line codes, the use of this field will be further defined in the code definition section.	MATCH Case notes
Status (activ_st)	All	Enter whether the participant is entering, exiting or entering/exiting the activity. 1. Enter 2. Exit 3. Enter/Exit	MATCH Case notes
Successfully Completed Activity Objective (complt_a)	All	When the participant exits or enters/exits an activity, enter whether or not the objective of the activity was successfully completed. (this field remains blank until the activity is exited) 1. Yes, successfully completed objectives of the activity or goal. 2. No	MATCH Case notes
Activity Code (activ_co)	Optional	Local level code (optional).	
ONET Code (onetjob)	All	Enter the ONET code that corresponds to the type of training the participant is to receive or has received (for those clients receiving training for a specific occupation).	

Data Item	Required for Program Codes	Definition and Codes	Reporting Documentation Requirements
Projected End Date (proj_end)	All	Enter projected end date for program activity being entered. (Remains blank for enter/exit activity records).	SUPPORT Case notes
Type of Activity (activ_ty)	Optional	Enter description of the type of activity.	
Direct Participant Cost (direct_co)	Optional	Enter a checkmark to denote whether the costs associated with this activity are direct participant costs.	
Line Code (line_cod)	All	Enter the code that corresponds to the type of activity, goal, or other tracking.	SUPPORT Case notes
Actual Hours Participated (act_hour)	Optional	Record at the time of exiting an activity the total actual hours that the participant engaged in an activity. If activities from different categories are integrated into a single program, distribute actual hours among the categories in a way that reflects the relative composition of the integrated program. Record the hours in whole hour increments (no fractions of hours).	
Amount Obligated (amount2)	Optional	Enter obligated amount for any direct participant costs associated with appropriate line code per program year. This field is optional.	
Amount Expended (amount1)	Optional	Enter expended amount for any direct participant costs associated with appropriate line code per program year. This field is optional.	
Eligible Training Program or Youth Provider (train_id)	All	If training is provided through an individual training account, enter the eligible training program ID assigned by the state. Note: Must be null if client is not being served by an individual training account (the optional code '99999' can be used and will have the same meaning as null). For youth enter the number of the eligible youth provider. (Not required for partner provided services)	MATCH Case notes
Vendor (vendor_w)	Optional	Record the name of the vendor of the activity. In the case of OJT or employment tracking, record the name of the employer.	

Data Item	Required for Program Codes	Definition and Codes	Reporting Documentation Requirements
Type of Employment (emptyew)	Optional	Record the type of employment if the activity is employment. 1) Subsidized Public 2) Subsidized Private 3) Unsubsidized	
Health Benefits (benfit_w)	Optional	Record whether the employment provides the individual with health insurance benefits. 1) None Offered 2) Yes	
Employment Hours per Week (hours_ww)	Optional	Record the number of hours per week that will be worked if the activity is employment.	
Hourly Wage (wage_ww)	Optional	Record the hourly wage of employment if the activity is employment.	
Hourly Subsidy (subs_ww)	Optional	Record the amount of subsidy per hour if employment is the activity and there is a wage subsidy (includes OJT and subsidized wages).	
Credential Attainment (attain_g) (hsdiplom) (aa_as) (ba_bs) (cta) (occliens) (occ_cred) (jrneyman) (credentl)	All	Record receipt of credential (record only with line codes CR, E1, E2, E3, E4 or E5). <i>Credential attainment must be recorded using an enter/exit transaction record and the date of credential attainment must coincide with the transaction enter/exit date. The 10-day data entry requirement does not apply to this record.</i> <ul style="list-style-type: none"> • Attained High School Equivalency Diploma or GED • Attained High School Diploma (Include successful completion of Individual Education Program for youth with disabilities) • Attained AA or AS Diploma • Attained BA or BS • Attained Certificate of Technical Achievement (CTA) • Occupational Skills License • Occupational Skills Certification/Credential • Attained Journey Status • Attained Other Credential (as described in approved local plan) 	SUPPORT Case notes Transcript Certificates Diploma Record sharing with educational or training institution

Data Item	Required for Program Codes	Definition and Codes	Reporting Documentation Requirements
Math Level (math_act)	1Y when interval testing is reported	Record the grade level (to the nearest tenth) equivalent in math at which the individual is functioning at this interval as determined by a generally accepted standardized test or a school record of math level. Additional coding information (record under grade level information) 13) Assessed as Grade 13 and above. 87) Not tested and obviously below the 7th grade level. 88) Refused testing or other untestable individuals. 98) Has high school diploma or GED. 99) Has four-year college degree or above.	SUPPORT Standardized test results or case notes.
Comments	All	Record comments which clarify any potentially confusing or unusual information contained on the program activity form (PMIS 2).	
Office Name (off_name)	All	Record the name of the office where the last service was provided.	
Case Manager (case_mgr)	All	Record the name of the case manager managing the client's case.	
Data Entry Operator/Date	All	The data entry operator should sign (or initial) and date to denote the input of data into the automated system. The date is the date of entry into the validated system.	
Signature of Staff Completing Form/Date	All	Enter the name of the individual who completed the form and the date of completion. (Local procedures may allow a single signature and date when the data entry staff and staff completing the form are always the same and the date is always the same).	

Line Codes for Services

Services must be documented in case notes. Electronic data must MATCH the information maintained in the case notes.

Adults and Dislocated Workers

Code	Description	Definition
Adult and Dislocated Workers Core Services		
C2	Core service NEC	Staff assisted core service, not elsewhere classified. An activity record (enter/exit) is required for each day this service is provided and the enter/exit date must match the day the service was provided to the participant.
C4	Follow-up	Post-exit follow-up services including counseling. An activity record (enter/exit) is required for each day this service is provided and the enter/exit date must match the day the service was provided to the participant.
CS	Job search activity	Job search activities are designed to help the individual plan and carry out a successful job hunting strategy. These activities include but are not limited to resume preparation assistance, job search workshops, job finding clubs, provision of specific labor market information. An activity record (enter/exit) is required for each day this service is provided and the enter/exit date must match the day the service was provided to the participant unless the service is provided over multiple days in close proximity (such as 14 days), in which case the first day of service will be the enter activity date and the last day of this service will be the exit activity date.
CE	Referred to Employment	A referral to employment is the act of bringing to the attention of an employer an individual or group of individuals who are available for a job. An activity record (enter/exit) is required for each day this service is provided and the enter/exit date must match the day the service was provided to the participant.
CV	Support Services Referral	Referred to supportive services designed to assist an individual to achieve physical, mental, social or economic well being and reduce or eliminate barriers to employment. These include, but are not limited to, health and medical services, child care, emergency financial services, relocation assistance, residential or housing support, nutritional and legal services. An activity record (enter/exit) is required for the day the referral is provided.
CK	Work Keys Referral	Referral to Work Keys Assessment. An activity record (enter/exit) is required for the day the referral is made.
C8	Received Workforce Information Services	Individual received workforce information services which includes, but is not limited to, information on state and local labor market conditions, industries, occupations and characteristics of the workforce, area business identified skill needs, employer wage and benefits trends, short and long term industry and occupational projections, worker supply and demand, and job vacancy survey results. In addition, workforce information may include local employment dynamics information, such as the high growth and high demand industries, workforce availability, business turnover rates, job creation, job destruction, and new hire rates, and labor and commute pattern information. (optional)
C9	Informational/Self Service	Self-service and informational activities are those core services accessible to the general public electronically or through a physical location that are designed to inform and educate individuals about the labor market and their employment strengths, weaknesses, and the range of services appropriate to their situation, and that do not require significant staff involvement with the individual. (optional)

Adult and Dislocated Workers Intensive Services		
N1	Intensive Service NEC	Intensive service not elsewhere classified. An activity record (enter/exit) is required for each day this service is provided and the enter/exit date must match the day the service was provided to the participant.
NA	Comprehensive assessment	<p>Comprehensive and specialized assessments of the skill levels and service needs and may include:</p> <ul style="list-style-type: none"> - diagnostic testing and use of other assessment tools; and - in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals. <p>An activity record (enter/exit) is required for each day this service is provided and the enter/exit date must match the day the service was provided to the participant unless the service is provided over multiple days in close proximity, in which case the first day of service will be the enter activity date and the last day of this service will be the exit activity date.</p>
N2	Individual employment plan	<p>Development or significant revision of an individual employment plan, to identify employment barriers and appropriate employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals.</p> <p>Documentation of meeting with the client, the client's agreement with the individual employment plan or significant revision, and documentation that the client received a copy of the individual employment plan is required in the case file (this can be documented with case notes). An activity record (enter/exit) is required for each day this service is provided and the enter/exit date must match the day the service was provided to the participant.</p>
N4	Counseling and Career Planning	Individual receives counseling and career planning services. An activity record (enter/exit) is required for each day this service is provided and the enter/exit date must match the day the service was provided to the participant unless the service is provided over multiple days in close proximity, in which case the first day of service will be the enter activity date and the last day of this service will be the exit activity date.
NP	Short term prevocational services	Short term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training. The enter activity date must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity.
N6	Short term prevocational training	Short term prevocational training including short-term, end-user computer courses. The enter activity date must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity.
NS	Out of area job search	Out of area job search expenses. An activity record (enter/exit) is required for each day this service is provided and the enter/exit date must match the day the service was provided to the participant.
NR	Relocation expenses	Relocation expenses. An activity record (enter/exit) is required for each day this service is provided and the enter/exit date must match the day the service was provided to the participant.
N8	Adult education and literacy activities	Individual participates in adult education, basic skills, and/or literacy activities. The enter activity date must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity.
14	Internships/Cooperative Education	Participation in an internship or cooperative experience. The enter activity date must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity.

01	Work experience	Paid or unpaid work experience which provides an individual with the opportunity to acquire the skills and knowledge necessary to perform a job, including appropriate work habits and behaviors. The enter activity date must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity.
Adult and Dislocated Workers Training Services		
20	Occupational skills training NEC	Occupational skill training not elsewhere classified. If training is provided through an individual training account, the eligible training program ID assigned by the state must also be entered in the activity record. The enter activity date must match the ITA authorization date or the first date the individual participates in the activity. The exit activity date must match the last date the participant participated in the activity.
15	On-the-job training	Training in the public or private sector which is given to an individual. The enter activity date must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity.
T2	Training program operated by the private sector.	Training program operated by the private sector (and is an exception to the ITA process). A single activity record can be used to record this activity. The enter activity date must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity.
T3	Skill upgrading and retraining	Skill upgrading and retraining. A single activity record can be used for each training period. If training is provided through an individual training account, the eligible training program ID assigned by the state must also be entered in the activity record. The enter activity date must match the ITA authorization date or the first date the individual participates in the activity. The exit activity date must match the last date the participant participated in the activity.
T4	Entrepreneurial training	Entrepreneurial training. A single activity record can be used for each training period. If training is provided through an individual training account, the eligible training program ID assigned by the state must also be entered in the activity record. The enter activity date must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity.
TC	Customized training	Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training (and is an exception to the ITA process). A single activity record can be used for each training period. The enter activity date must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity.
Adult and Dislocated Workers Supportive Services		
03	Supportive Service NEC	Supportive service not elsewhere classified.
04	Transportation Assistance	Assistance with transportation. The enter activity date must match the first date the individual receives assistance and the exit activity date must match the last date the participant receives this assistance. Multiple records can be used.

05	Family Care Assistance	Assistance with child care and dependent care. The enter activity date must match the first date the individual receives assistance and the exit activity date must match the last date the participant receives this assistance. Multiple records can be used.
10	Needs Related Payments	Needs Related Payments. The enter activity date must match the first date the individual receives assistance and the exit activity date must match the last date the participant receives this assistance. Multiple records can be used.
80	Health Care Assistance	Assistance with health care. The enter activity date must match the first date the individual receives assistance and the exit activity date must match the last date the participant receives this assistance. Multiple records can be used.
81	Housing Assistance	Assistance with housing. The enter activity date must match the first date the individual receives assistance and the exit activity date must match the last date the participant receives this assistance. Multiple records can be used.
Gap in Service		
GH	Gap in Service - Health	Gap in service due to a health/medical condition that prevents an individual from participating in services. The enter activity date must match the first date of the gap and the exit activity date must match the last date of the gap. (Documentation required)
GT	Gap in Service - Training	Gap in service due to a delay before the beginning of training. The enter activity date must match the first date of the gap and the exit activity date must match the last date of the gap. (Documentation required)
Adult and Dislocated Workers Archive Record		
AR	Archive Record	Entered to designate the closing of the file to be archived at a central location in the WSA. The enter/exit date should reflect the date of archiving.

YOUTH

Youth Services		
YS	Youth Individual Service Strategy	Creation or establishment of an individual service strategy to meet the requirements of WIA section 129(c)(1)(B), including identifying an age related career goal and consideration of the assessment results for the participant. The individual. An activity record (enter/exit) is required for each day this service is provided and the enter/exit date must match the day the service was provided to the participant.
Y1	Youth Employment Services	Preparation for and success in employment services such as occupational skill training. The enter activity date must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity. Multiple records can be used.
Y2	Youth Educational Achievement Services	Improving educational achievement services include, but are not limited to: tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies. The enter activity date must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity. Multiple records can be used.
YA	Youth Alternative School Participation	Participation in alternative school. The enter activity date must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity. Multiple records can be used.
Y3	Youth Summer Employment	Receiving WIA summer employment opportunities. The enter activity date

	Opportunities	must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity. Multiple records can be used.
01	Work experience	Paid or unpaid work experience including internships and job shadowing. The enter activity date must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity. Multiple records can be used.
Y4	Additional Support for Youth Services	Support for youth services include, but are not limited to: providing mentoring (of at least twelve months duration that may occur both during and after program participation); comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, primarily provided to assist a youth in achieving employment-related success. The enter activity date must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity. Multiple records can be used.
Y5	Youth Leadership Development Opportunities	Leadership development opportunities are opportunities that encourage responsibility, employability, and other positive social behaviors such as: exposure to postsecondary educational opportunities; community and service learning projects; peer-centered activities, including peer mentoring and tutoring; organizational and team work training, including team leadership training; training in decision-making, including determining priorities; and citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources. The enter activity date must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity. Multiple records can be used.
14	Internship/Cooperative Education	Participation in an internship or cooperative experience (considered an employment service) The enter activity date must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity. Multiple records can be used.
C4	Follow-up	Follow-up services for youth may include: leadership development and supportive service activities, regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; assistance in securing better paying jobs, career development and further education; work-related peer support groups; adult mentoring; and tracking the progress of youth in employment after training. An activity record is required for each follow-up service. Multiple records can be used.
Youth Supportive Services		
03	Supportive Service NEC	Supportive service not elsewhere classified. The enter activity date must match the first date the individual participates in the activity, and the exit activity date must match the last date the participant participated in the activity.
04	Transportation Assistance	Assistance with transportation. The enter activity date must match the first date the individual receives assistance and the exit activity date must match the last date the participant receives this assistance. Multiple records can be used.
05	Family Care Assistance	Assistance with child care and dependent care. The enter activity date must match the first date the individual receives assistance and the exit activity date must match the last date the participant receives this assistance. Multiple records can be used.
10	Stipends	Stipends for such activities as GED completion, provided the provision of the stipend is included in the participant's individual assessment and service strategy (Provision of stipends must also have been approved in the local

		plan). The enter activity date must match the first date the individual receives a stipend and the exit activity date must match the last date the participant receives a stipend. Multiple records can be used.
80	Health Care Assistance	Assistance with health care. The enter activity date must match the first date the individual receives assistance and the exit activity date must match the last date the participant receives this assistance. Multiple records can be used.
81	Housing Assistance	Assistance with housing. The enter activity date must match the first date the individual receives assistance and the exit activity date must match the last date the participant receives this assistance. Multiple records can be used.
Youth Archive Record		
AR	Archive Record	Entered to designate the closing of the file to be archived at a central location in the WSA. The enter/exit date should reflect the date of archiving.
Younger Youth Goals		
<p>Younger youth must be entered into a goal within 30 days of program registration and generally must be continuously in a goal throughout their participation. The enter date of the youth's first goal must be the same date as the registration date and the exit date cannot be more than one year later. If the goal is successfully completed before one year, the exit date is the date the goal is achieved. A younger youth must be in at least one goal throughout the service plan until all goals have been completed. It is recognized that a short period of time may occur between the time a goal is completed and a new one is set (such as 30 days). The goal start date should be recorded as the same date the previous goal was completed. If all appropriate goals have been completed and the service plan for the youth specifically describes services needed by the youth that are not related to a goal category, line code G9 must be entered to indicate all appropriate goals have been concluded for this client but services continue. If a G9 line code is used it must be entered within 10 days of the completion of the final goal (and the activity start date must be the same as the end date of the last goal). Goals not exited within 365 days of the goal start date are assumed goals that are not successfully completed and are considered exited goals. Projected end dates are not required for youth goal transactions.</p>		
G1	Younger Youth Basic Skills Goal	Basic education skills goal includes reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills in the workplace.
G2	Younger Youth Occupational Skills Goal	Primary occupational skills encompass the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Secondary occupational skills entail familiarity with and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines.
G3	Younger Youth Work Readiness Skills Goal	Work readiness skills include world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behavior such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image.
G9	Younger Youth All Goals Completed	Younger youth has completed all appropriate goals and has been assessed to no longer be in need of basic skills, work readiness skills, and/or occupational skills goals, but continues to receive service unrelated to goal categories. This code should be done as an enter/exit using the same date as the exit date of the younger youth's last goal.

Tracking Credentials and Other Conditions

Transaction (PMIS 2) records are used to track outcomes such as credentials and advanced training participation. Participation in Education is also tracked using a transaction record. The following line codes are used for this purpose.

Line Code	Description
EE	Enrolled in Education - The individual is enrolled in secondary school, post secondary school, adult education programs, or any other organized program of study. This should be entered if the youth was either enrolled in education at the time of enrollment in the program or became enrolled in education at any point while participating in the program. Note: It is not necessary to enter this activity record if Student Status is 1) Full-time student, 2) Part-time student, 4) In-school, H.S. or less, 5) In-school, Alternative School, or 6) In-school, Post H.S. An enter/exit should be entered using the approximate date of enrollment in education. If the date is before the date of registration, the date of registration should be used. Enrolled in education should be captured for all youth active July 1, 2005 and after. The enter/exit date can be before July 1, 2005.
CR	Use to record the attainment of a credential obtained in the exit quarter or before.
E1	Use to record outcome that occurs or exists in 1 st quarter after the exit quarter
E2	Use to record outcome that occurs or exists in 2 nd quarter after the exit quarter
E3	Use to record outcome that occurs or exists in 3 rd quarter after the exit quarter
E4	Use to record outcome that occurs or exists in 4 th quarter after the exit quarter
E5	Use to record outcome that occurs or exists in 5 th quarter after the exit quarter

Partner Tracking for Adults, Dislocated Workers and Youth Chart

Line Codes for Tracking Partner Program and Pell Participation		
P1	Adult Education/Literacy	Enter an activity enter/exit if the individual is receiving services from this partner that are a part of the WIA title 1-B service plan.
P2	Wagner-Peyser	This is an optional code.
P3	Vocational Rehabilitation	Enter an activity enter/exit if the individual is receiving services from this partner that are a part of the WIA title 1-B service plan.
P4	Job Corps	Enter an activity enter/exit if the individual is receiving services from this partner that are a part of the WIA title 1-B service plan.
P5	TAA	Enter an activity enter/exit if the individual is receiving services from this partner that are a part of the WIA title 1-B service plan.
P6	NAFTA-TAA	Enter an activity enter/exit if the individual is receiving services from this partner that are a part of the WIA title 1-B service plan.
P7	Veterans Programs (DOL funded)	Enter an activity enter/exit if the individual is receiving services from this partner that are a part of the WIA title 1-B service plan.
P9	Other Non-WIA Program	Enter an activity enter/exit if the individual is receiving services from a partner not listed elsewhere that are a part of the WIA title 1-B service plan.
PE	Vocational Education (Carl Perkins)	Enter an activity enter/exit if the individual is receiving services from this partner that are a part of the WIA title 1-B service plan.
PG	Pell Grant	Enter an activity enter/exit if the individual is receiving a Pell Grant or has been notified s/he will be receiving a Pell Grant.
PM	Migrant and Seasonal Farmworker	Enter an activity enter/exit if the individual is receiving services from this partner that are a part of the WIA title 1-B service plan.
PN	Native American Program	Enter an activity enter/exit if the individual is receiving services from this partner that are a part of the WIA title 1-B service plan.
PV	Title V (Older Americans Act)	Enter an activity enter/exit if the individual is receiving services from this partner that are a part of the WIA title 1-B service plan.
PH	HUD Employment and Training	Enter an activity enter/exit if the individual is receiving services from this partner that are a part of the WIA title 1-B service plan.
PY	YouthBuild (HUD)	Enter an activity enter/exit if the individual is receiving services from this partner that are a part of the WIA title 1-B service plan.
PR	Rapid Response	Enter an activity enter/exit if the individual is receiving rapid response activities authorized at WIA section 134(a)(2)(A)(i).

Only one enter/exit transaction is required for the partner codes during the enrollment period.

Exit Record Data Requirements (PMIS 3)

Item	Definition
Program Code	Record the program code for the funding stream. <ul style="list-style-type: none"> • 1A WIA Adult • 1D WIA Dislocated Worker • 1Y WIA Youth • 1R WIA Dislocated Worker Project (Rapid Response) • NE WIA National Emergency Project • SG Non-WIA Skill Gainer (partner funding)
Social Security Number	Enter the participants nine digit Social Security Number.
Registration Date	Record the date the participant registered into the specific program. Documentation must MATCH case notes and activity records.
Exit Date (term_dat)	Record the last date on which WIA title I or partner services, excluding follow-up services, were received by the individual. An exit can be entered based on the date of a case closure or completion or a participant not receiving any WIA funded or non-WIA funded partner service for 90 days and is not scheduled for future services except follow-up. In either case the exit date is the last day the participant received a service. Documentation must MATCH case notes and activity records.
Name (Last, First, Middle Initial)	Record the participant name.
WSA/PMIS ID (WSA_NO)(PMIS_ID)	Enter the WSA number. For projects the PMIS identification will be assigned.
Site	Enter the two-digit number (optional).
Exit Code (term_cod)	Record the exit code that identifies the reason the participant is leaving the program or the participant's status when leaving the program.
Employer Name (plcmt_na)	Record the full name of the employer if employed.
Employer Address	Record the street address of the employer if employed.
Employer City (plcmcity)	Record the city of the employer if employed.
Employer State (plcmtsta)	Record the state of the employer if employed.
Employer ZIP (plcmtzip)	Record the ZIP of the employer if employed.
Employer County (plcmtco)	Record the county code of the employer if employed. If the employer is out-of-state, enter the state abbreviation.
Employer Telephone (plc_phone)	Record the telephone number of the employer if employed.
Job Title (plcmt_jt)	Record the job title if employed.
ONET Code (onet_plc)	Record the ONET code that corresponds to the type of job the participant is placed in if employed.
Hourly Wage (plc_wage)	Record the hourly wage of this job at the time of exit if employed. (Hourly wage includes any bonuses, tips, gratuities and commissions earned). <i>Note: When it has been determined that the participant is employed, but no hourly wage can be obtained, the Federal minimum wage may be recorded.</i>

Item	Definition
Hours Worked Per Week (plcmt_hr)	Record the number of hours per week that are/will be worked if employed.
Date of Employment (plcmt_dat)	Record the date the participant began/begins employment if employed.
Training Related Employment (trainrel)	<ol style="list-style-type: none"> 1) Yes, the employment in which the individual entered uses a substantial portion of the skills taught in the training received by the individual during program participation. 2) No, the employment in which the individual entered does not use a substantial portion of the skills taught in the training received by the individual during program participation or no training was received during program participation.
Fringe Benefits (fringben)	<p>Record whether the employment provides the individual with fringe benefits consisting of, at a minimum, health insurance benefits and coverage under Social Security or an equivalent pension plan. Note: In cases where a probation period is required by the employer for a newly hired individual, during which time fringe benefits are not provided, if such employment normally provides fringe benefits after the period of probation, record 1 for yes in this item. Also record 1 for yes if benefits were offered, but were refused by the individual.</p> <ol style="list-style-type: none"> 1) Yes 2) No
Job Covered by U.C. (ucc_covr)	<p>Record whether the job is covered by the Unemployment Insurance system.</p> <ol style="list-style-type: none"> 1) Yes 2) No 3) Self-employed and covered by U.C. 4) Self-employed and not covered by U.C.
School Status at Exit (schol_ex)	<p>For youth, record school status at the time of exit.</p> <ol style="list-style-type: none"> 1) In-school, H.S. or less - If the individual has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-Time), or is between school terms and intends to return to school. 2) In-school, Alternative School – If the individual has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time. 3) In-school, Post H.S. – If the individual has received a secondary school diploma or its recognized equivalent and is attending a post-secondary school or program (whether full or part-time), or is between school terms and intends to return to school. 4) Not attending school or H.S. Dropout – If the individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. 5) Not attending school, H.S. Graduate – If the individual is not attending any school and has either graduated from high school or holds a GED.
Comments	Record comments which clarify potentially confusing or unusual information.
Data Entry Operator/ Date	The person entering the data shall sign (or initials) and date to denote the input of the data into the automated system. The date is the date of entry into the validated system.
Signature of Staff Completing Form/Date	Enter the name (or initials) of the individual who completed this form and the date of completion. (Local procedures may allow a single signature and date when the data entry staff and staff completing the form are always the same and the date is always the same).

Exit Code Definitions

Exit Code		Definition	Valid Exits by Program		
			Adults	DW's	Youth
01	Entered Unsubsidized Employment	The exiter has unsubsidized employment, i.e. not financed by funds provided under the Act within 90 days of the last service provided.	x	x	x
02	Registered Apprenticeship Program	The exiter is participating in a registered apprenticeship program, i.e., a program approved and recorded by the ETA/Bureau of Apprenticeship and Training within 90 days of the last service provided.	x	x	x
03	Armed Forces or National Service	The exiter entered the Armed Services, Peace Corps, VISTA and other National Service programs (such as Americorps and the National Civilian Community Corps programs within 90 days of the last service provided.	x	x	x
15	Still in Secondary School	Still in secondary school at exit.			x
41	Relocated to a Mandated Residential Program	The participant is in the foster care system or any other mandated residential program and has moved from the area as part of such a program (at time of exit or during the 3-quarter measurement period following the quarter of exit). This does not include conditions or situations expected to last for less than 90 days. Full documentation is required in the case file.			x
42	Institutionalized	The participant is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least ninety days (at time of exit or during the 3-quarter measurement period following the quarter of exit). Full documentation is required in the case file. Individuals with disabilities (as defined in 29 CFR 37.4) residing in institutions, nursing homes, or other residential environments cannot use this exit code.	x	x	x
43	Health/Medical	The participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program and is documented to have begun at time of exit or during the 3-quarter measurement period following the quarter of exit. This does not include conditions or situations expected to last for less than 90 days. Full documentation is required in the case file.	x	x	x
44	Family Care Responsibilities	The participant is responsible for the care of one or more family members which precludes entry into unsubsidized employment or continued participation in the program (at time of exit or during the 3-quarter measurement period following the quarter of exit). This does not include conditions or situations expected to last for less than 90 days. Full documentation is required in the case file.	x	x	x
45	Lacks Transportation	The participant is without his/her own means of transportation, is unable to arrange for private transportation, or has no public transportation between home and the location of employment/training and/or other supportive services.	x	x	x
46	Cannot Locate	The participant cannot be located after utilizing the address/phone number and alternative contact information provided by the participant.	x	x	x
47	Voluntary, other	The participant voluntarily left the program for reasons other than those described by other program exit codes.	x	x	x

Exit Code		Definition	Valid Exits by Program		
			Adults	DW's	Youth
48	Involuntary, other	The participant was separated from the program for administrative reasons other than those described by other program exit codes.	x	x	x
54	Called Back	Called back/remained with layoff employer.		x	
64	Death	Participant deceased (at time of exit or during the 3-quarter measurement period following the quarter of exit). Full documentation is required in the case file.	x	x	x
65	Reservist or National Guard	Reservist or National Guard called to active duty for at least 90 days (at time of exit or during the 3-quarter measurement period following the quarter of exit). Full documentation is required in the case file.	x	x	x
99	Invalid Exit	The exit is done more than 100 days following the last service received by the participant, and the last service was provided in the previous program year. The invalid exit will be calculated as a negative for performance measures at the point annual performance is calculated.	x	x	x

Workforce Service Area (WSA) Numbering

01	Lake County
02	Kankakee Valley
03	Northern Indiana Partnership
05	Northeast Indiana
06	Tecumseh Area Partnership
07	North Central
09	East Central
10	Western Indiana
11	Circle Seven
12	Marion County
13	Southeastern
14	Shawnee Trace
15	South Central
16	Southwest
17	Southern Seven

Resident County and WSA Listing

COUNTY	CNTY	WSA		COUNTY	CNTY	WSA		COUNTY	CNTY	WSA
ADAMS	01	05		HENDRICKS	32	11		PIKE	63	14
ALLEN	02	05		HENRY	33	09		PORTER	64	02
BARTHOLOMEW	03	15		HOWARD	34	07		POSEY	65	16
BENTON	04	06		HUNTINGTON	35	05		PULASKI	66	02
BLACKFORD	05	09		JACKSON	36	15		PUTNAM	67	10
BOONE	06	11		JASPER	37	02		RANDOLPH	68	09
BROWN	07	15		JAY	38	09		RIPLEY	69	13
CARROLL	08	06		JEFFERSON	39	13		RUSH	70	13
CASS	09	07		JENNING	40	15		ST. JOSEPH	71	03
CLARK	10	17		JOHNSON	41	11		SCOTT	72	17
CLAY	11	10		KNOX	42	14		SHELBY	73	11
CLINTON	12	06		KOSCIUSKO	43	03		SPENCER	74	16
CRAWFORD	13	17		LAGRANGE	44	05		STARKE	75	02
DAVISS	14	14		LAKE	45	01		STEUBEN	76	05
DEARBORN	15	13		LAPORTE	46	02		SULLIVAN	77	14
DECATUR	16	13		LAWRENCE	47	14		SWITZERLAND	78	13
DEKALB	17	05		MADISON	48	11		TIPPECANOE	79	06
DELAWARE	18	09		MARION	49	12		TIPTON	80	07
DUBOIS	19	14		MARSHALL	50	03		UNION	81	13
ELKHART	20	03		MARTIN	51	14		VANDEBURGH	82	16
FAYETTE	21	13		MIAMI	52	07		VERMILLION	83	10
FLOYD	22	17		MONROE	53	15		VIGO	84	10
FOUNTAIN	23	06		MONTGOMERY	54	06		WABASH	85	07
FRANKLIN	24	13		MORGAN	55	11		WARREN	86	06
FULTON	25	07		NEWTON	56	02		WARRICK	87	16
GIBSON	26	14		NOBLE	57	05		WASHINGTON	88	17
GRANT	27	05		OHIO	58	13		WAYNE	89	13
GREENE	28	14		ORANGE	59	17		WELLS	90	05
HAMILTON	29	11		OWEN	60	15		WHITE	91	06
HANCOCK	30	11		PARKE	61	10		WHITLEY	92	05
HARRISON	31	17		PERRY	62	16				
OUT-OF-STATE: USE TWO LETTER STATE INITIALS										

QUICK REFERENCE WIA 1A (Adults)

Supportive Services			
03	Supportive Service NEC	04	Transportation Assistance
05	Family Care Assistance	10	Needs Related Payments
80	Health Care Assistance	81	Housing Assistance
Core Services			
C2	Core Service NEC	CE	Referred to Employment
CS	Job Search Activity	CK	Work Keys Referral
CV	Support Service Referral	C4	Follow-up
C8	Workforce Information Services	C9	Informational/Self Service (Optional)
Intensive Services			
N1	Intensive Service NEC	N2	Employment Plan
01	Work Experience	N4	Counseling and Career Planning
N6	Short Term Prevocational Training	NP	Short Term Prevocational Services
N8	Adult Education and Literacy Activities	NA	Comprehensive Assessment
NR	Relocation Expenses	NS	Out of Area Job Search
14	Internship/Cooperative Experience		
Training Services			
15	On-the-Job Training	20	Occupational Skills Training NEC
T2	Training by Private Sector	T3	Skill Upgrading and Retraining
T4	Entrepreneurial Training	TC	Customized Training
Other Line Codes			
AR	File Archived		
GH	Gap in Service - Health	GT	Gap in Service - Training
Valid Exit Codes			
01	Entered Unsubsidized Employment	02	Registered Apprenticeship Program
03	Armed Forces or National Service	43	Health/Medical
42	Institutionalized	45	Lacks Transportation
44	Family Care Responsibilities	47	Voluntary, Other
46	Cannot Locate	64	Death
48	Involuntary, Other	65	Active Duty Reservist or National Guard
99	Invalid Exit		
Credential and Other Tracking			
CR	Occurs in the exit quarter or before	E1	Occurs in the 1 st quarter after the exit quarter
E2	Occurs in the 2nd qtr after the exit qtr	E3	Occurs in the 3 rd qtr after the exit qtr

QUICK REFERENCE: WIA 1Y (Youth)

Supportive Services			
03	Other Supportive Service	04	Supportive Service: Transportation Assistance
05	Family Care Assistance	10	Supportive Service: Stipend
80	Health Care Assistance	81	Housing Assistance
Goals			
G1	Basic Skills Goal	G2	Occupational Skills Goal
G3	Work Readiness Goal	G9	All Goals Completed
Activities			
YS	Individual Service Strategy	Y1	Youth Employment Services
Y2	Youth Educational Achievement Services	YA	Alternative School Participation
Y3	Youth Summer Employment Opportunities	Y4	Additional Support for Youth Services
Y5	Youth Citizen and Leadership Services	01	Work Experience/Job Shadowing
14	Internship/Cooperative Experience		
Other Line Codes			
C4	Follow-up	Z1	Math and Reading Level at 1 st Interval
Z2	Math and Reading Level at 2nd Interval	Z3	Math and Reading Level at 3rd Interval
Z4	Math and Reading Level at 4th Interval	Z9	Math and Reading Level at Exit Interval
ZA	Basic Skills Achieved	AR	File Archived
GH	Gap in Service - Health	GT	Gap in Service - Training
EE	Enrolled in Education		
Valid Exit Codes			
01	Entered Unsubsidized Employment	02	Registered Apprenticeship Program
03	Armed Forces or National Service	15	Still in Secondary School (younger youth)
41	Relocated to Mandated Residential Prog.	42	Institutionalized
43	Health/Medical	44	Family Care Responsibilities
45	Lacks Transportation	46	Cannot Locate
47	Voluntary, Other	48	Involuntary, Other
64	Death	65	Active Duty Reservist or National Guard
99	Invalid Exit		
Credential and Other Tracking			
CR	Occurs in the exit quarter or before	E1	Occurs in the 1 st quarter after the exit quarter
E2	Occurs in the 2nd qtr after the exit qtr	E3	Occurs in the 3 rd qtr after the exit qtr

QUICK REFERENCE: WIA 1D, 1R & NE (Dislocated Workers)

Supportive Services			
03	Supportive Service NEC	04	Transportation Assistance
05	Family Care Assistance	10	Needs Related Payments
80	Health Care Assistance	81	Housing Assistance
Core Services			
C2	Core Service NEC	CE	Referred to Employment
CS	Job Search Activity	CK	Work Keys Referral
CV	Support Service Referral	C4	Follow-up
C8	Workforce Information Services	C9	Informational/Self Service
Intensive Services			
N1	Intensive Service NEC	N2	Employment Plan
01	Work Experience	N4	Counseling and Career Planning
N6	Short Term Prevocational Training	NP	Short Term Prevocational Services
N8	Adult Education and Literacy Activities	NA	Comprehensive Assessment
NR	Relocation Expenses	NS	Out of Area Job Search
14	Internship/Cooperative Experience		
Training Services			
15	On-the-Job Training	20	Occupational Skills Training NEC
T2	Training by Private Sector	T3	Skill Upgrading and Retraining
T4	Entrepreneurial Training	TC	Customized Training
Other Line Codes			
AR	File Archived		
GH	Gap in Service - Health	GT	Gap in Service - Training
Valid Exit Codes			
01	Entered Unsubsidized Employment	02	Registered Apprenticeship Program
03	Armed Forces or National Service	43	Health/Medical
42	Institutionalized	45	Lacks Transportation
44	Family Care Responsibilities	46	Cannot Locate
47	Voluntary, Other	48	Involuntary, Other
54	Called Back/Remained with Layoff Employer	64	Death
65	Active Duty Reservist or National Guard	99	Invalid Exit
Credential and Other Tracking			
CR	Occurs in the exit quarter or before	E1	Occurs in the 1 st quarter after the exit quarter
E2	Occurs in the 2nd qtr after the exit qtr	E3	Occurs in the 3 rd qtr after the exit qtr

PMIS DATA DICTIONARY/RECORD LAYOUT

YYAPP.TXT Application Information

Total Record Length is 636 Positions

Header Description/ Field Name	Start Pos.	Field Size	Description of Item Definitions / Notes	Valid Response
*****	*****	*****	*****	*****
SSN	1	9	Social Security Number	Social Security #
WSA_NO	11	2	WSA ID Number	01-03,05-17
PMIS_ID	14	4	PMIS ID if Applicable	PMIS ID if Applicable
PGCD	19	2	Program Code	Part. Program Code
ENROLL_DAT	22	8	Registration Date	(YYYYMMDD format)
APPL_DATE	31	8	Application Date	(YYYYMMDD format)
SITE	43	2	Site ID	(WSA defined usage)
RESID_CO	46	2	Residence County	01-92 (County Number)
LAST_NAME	49	15	Last Name	Last Name
FIRST_NAME	65	12	First Name	First Name
MI	78	1	Middle Initial	Middle Initial
HOME_ST	80	25	Home St. Address	Home Street Address
HOME_CITY	106	15	Home City	Home City
HOME_STATE	122	2	Home State	Home State
HOME_ZIP	125	5	Home Zip Code	Home Zip Code
HOME_PHONE	131	10	Home Phone #	Home Phone #
ELIG_DATE	142	8	Date Eligibility Determined	(YYYYMMDD format)
APP_NTR	151	8	Date Entered into System	(YYYYMMDD format)
CITIZENSHIP	160	1	Citizenship Status	1=citizen, 2=non-citizen
SELECT_SRV	162	1	Selective Service Status	1=registered, 2=not registered, 3=not applicable
RACE_ETHN	169	1	Race/Ethnic Group	1=white, 2=black, 3=Hispanic, 4=Amer. Ind./Alaskan Nat., 5=Asian/Pacific Islander (Old Records)
VET_STATUS	171	1	Veteran Status	1=yes eligible vet, 2=no, 3=yes other eligible, 4=yes<180
VET_BEGAN	173	8	Date Service Began	(YYYYMMDD format)
VET_END	182	8	Date Service Ended	(YYYYMMDD format)
HS_DROPOUT	191	1	H.S. Drop Out	1=yes, 2=no
HIGHEST_GR	193	2	Highest Grade Completed	1-19, 25=GED
FAM_STATUS	196	1	Family Status	1=parent in 1 parent family, 2=parent in 2 parent family, 3=other family member, 4=not a family member (i.e. family of 1)
DEP_UNDR6	198	1	# of Dependents < Age 6	0-9
DEP_6TO17	200	1	# of Depends. Age 6-17	0-9
DEP_OVR17	202	1	# of Depends. 18 & Over	0-9
HEAD_HOUSE	204	1	Head of Household	1=married, 2=single, 3=no
PREG_PARNT	206	1	Pregnant or Parenting	1=yes, 2=no
GENDER	208	1	Gender	1=male, 2=female
SUB_ABUSE	210	1	Substance Abuse	1=yes, 2=no
LIMTD_ENGL	214	1	Limited English Language	1=yes, 2=no
DISABILITY	216	1	Individual with Disabilities	1=yes 2=yes (old records) 3 = no 0 or blank=not disclosed
DISPL_HMKR	222	1	Displaced Homemaker	1=yes, 2=no
OFFENDER	224	1	Offender/Ex-Offender	1=yes, 3=no
WSA_BARR	226	1	65% Barrier	1=yes, 2=no
BARR_DESCR	228	12	Barrier Description	
UNION_MEMB	241	1	Union Membership	1=yes, 2=no
CALL_BACK	243	1	Call-Back Rights	1=yes, 2=no
BIRTH_DATE	245	8	Birth Date	(YYYYMMDD format)
AGE	254	2	Age in Years	14-99
LKWK_HIST	274	1	Lacks Significant Work History	1=yes, 2=no
RECENT_SEP	276	1	Recently Separated Vet	"X" =yes, blank if no

YYAPP.TXT Continued

Total Record Length is 636 Positions

(Application Information)

Header Description/ Field Name	Start Pos.	Field Size	Description of Item Definitions / Notes	Valid Response
*****	*****	*****	*****	*****
DISABL_VET	278	1	Disabled Veteran	"X" = yes, blank if no
CAMPAIGNVET	280	1	Campaign Veteran	"X" = yes, blank if no
ENROLLATTN	282	1	Enrolled & Attending School	1=yes, no project, 2= yes, school- wide project, 3=no
ATTENDFULL	284	1	Enroll & Attend Full Time	1=yes, not alternative school 2=yes, alternative school, 3=no
READ_GRAD	286	4	Reading Skills Grade Level	(incl. decimal -- e.g. 9.5)
WHITE	291	1	White	1=yes, 2=no
BLACK	293	1	Black/African American	1=yes, 2=no
HISPANIC	295	1	Hispanic/Latino	1=yes, 2=no
AMINDIAN	297	1	American Indian/Alaskan	1=yes, 2=no
ASIAN	299	1	Asian	1=yes, 2=no
PACIFIC	301	1	Hawaiian/Pacific Islander	1=yes, 2=no
MATH_GRAD	336	4	Math Skills Grade Level	(incl. decimal -- e.g. 9.5)
STUDNT_STAT	341	1	Student Status	4=in-school, 5=in-school alternative, 6=in-school post, 7= not attending dropout, 8=not attending graduate, 9=dropout and enroll, 0=graduate and enroll
ADTL_AST	343	1	Youth who requires Additional Assistance	1=yes, 2=no, 3=Not applicable
BSKILLS	345	1	Basic Skills Deficient	1=yes, 2=no, 3=Not applicable
SPEC_VET	347	1	Special Vet	1=yes, 2=no
FREE_LUNCH	349	1	Rec. Free School Lunch	1=yes, 2 or blank =no
JOBPARTIC	374	1	Welfare to Work Participant	1=yes, 2=no
FOSTERCHILD	376	1	Foster Child	1=yes, 2=no
FAM_INCOME	378	5	Family Income (12 mo.)	Includable Family Income last 12 months (\$\$\$\$)
IND_INCOME	384	5	Individual Income (12 mo.)	Includable Individual Income last 12 months (\$\$\$\$)
FAMSIZE_6	390	2	Max. Family Size 6 mo.	Maximum family size during the last 6 months
RESID_CO	396	1	County of Residence	1=metropolitan, 2=non-metropolitan
OMB	398	1	Meets OMB or 70% LLSIL	1=yes, 2=no
LABOR_FORC	400	1	Labor Force Status	1=not employed, 2=employed
UC_STATUS	402	1	Unemployment Compensation Status	1=obsolete code, 2=UC exhaustee, 3=not claimant or exhaustee, 4=Claimant not profiled & referred, 5=Claimant profiled & referred
L_EMP_DATE	406	8	Date of Last Employment	(YYYYMMDD format)
UNEMP_WKS	415	2	Number of Weeks Unemployed	(in last 26 weeks) 01-26
PREP_HOURS	423	2	Number of Hrs. Worked/Week	1-99
WSA_OPT1	426	3	WSA Optional Field 1	WSA Optional Field 1
WSA_OPT2	430	3	WSA Optional Field 2	WSA Optional Field 2
WSA_OPT3	434	4	WSA Optional Field 3	WSA Optional Field 3
WSA_OPT4	438	4	WSA Optional Field 4	WSA Optional Field 4
SELF_EMPLD	444	1	Previous Self Employed	1=yes, 2=no
ADD_DIS_WK	446	1	Additional Dislocated Worker	1=yes, 2=no
HOMELESS	452	1	Homeless Individual	1=yes & runaway, 2=yes, not a runaway, 3=no, but runaway, 4=no, not runaway
LT_TANF	454	1	Long-term TANF Recipient	1=yes, 2=no
PREP_WAGE	456	6	Pre-program wage	(\$\$.cc)
TANF_NO	463	10	TANF Case Number	
TANF	478	1	Receiving TANF	"X" = yes, blank if no

****Total Record Length is 636 Positions****

(Application Information)

Header Description/ Field Name	Start Pos.	Field Size	Description of Item Definitions / Notes	Valid Response
*****	*****	*****	*****	*****
REFUG_ASST	480	1	Receiving Refugee Asst.	"X" = yes, blank if no
GEN_ASST	482	1	Receiving General Asst.	"X" = yes, blank if no
SSI_ASST	484	1	Receiving SSI payments	"X" = yes, blank if no
FOOD_STMP	486	1	Receiving Food Stamps	"X" = yes, blank if no
W_ELIG	489	1	WtW Eligibility Criteria	See PMIS manual
W_HOUSE	491	1	Receives Subsidized Housing	1=yes, 2=no
W_MONTHS	493	2	# of Months TANF Remain	0=Duration Exceeded, 99=Exempt from Limits 01-60 # of Months
W_PARENT	496	1	Non-Custodial Parent	1=yes, 2=no
W_10PCT	498	1	10% WtW Window	1=yes, 2=no
ECON_DISAD	500	1	Low Income	1=yes, 2=no
YTH5PCT	502	1	Qualifies Under 5 % Prov.	1=yes, 2=no
ELIG_DW1	504	1	Dislocated Worker Category 1	1=yes, 2=no
LAYOFF_NOT	506	8	Date of Layoff Notice	(YYYYMMDD format)
ELIG_DW2	515	1	Dislocated Worker Category 2	1=yes, 2=no
CLOSE_NOT	517	8	Date of Closing Notice	(YYYYMMDD format)
ELIG_DW3	526	1	Dislocated Worker Category 3	1=yes, 2=no
PROV_SPEC	528	13	5 % Provision if WSA Specific	
D_EMP_PHON	545	10	Phone # of Previous Employer	(10 digit incl. area code)
SIC_CODE	556	4	Previous Employer SIC Code	4 digits available, 3 required
D_EMP_HRS	566	2	Hours Worked per Week	
			With Previous Employer	01-99
D_EMP_FROM	569	8	Beginning Employ. Date	(YYYYMMDD format)
D_EMPL_TO	578	8	Ending Employment Date	(YYYYMMDD format)
D_EMP_WAGE	587	6	Hourly Wage Previous Empl	\$/hr. of previous employer (\$\$.cc)
EMPLOYER NAME	594	24	Name of previous employer	(expanded in PY 93)
DOT CODE	619	9	DOT Code previous employer	DOT code of Previous Employer
ONET CODE	629	8	ONET Code previous employer	ONET code of Previous Employer

YYACT.TXT Activity Information

****Total Record Length is 387 Positions****

Header Description/ Field Name	Start Pos.	Field Size	Description of Item	Valid Response Definitions / Notes
*****	*****	*****	*****	*****
SSN	1	9	Social Security Number	Social Security #
WSA_NO	11	2	WSA ID Number	01-03,05-17
PMIS_ID	14	4	PMIS ID if Applicable	PMIS ID if Applicable
PGCD	19	2	Program Code	Program Code
ENROLL_DAT	22	8	Registration Date	(YYYYMMDD format)
ENT_ACTIV	31	8	Date Activity Began	(YYYYMMDD format)
ACTIV_STAT	40	1	Status of Activity	1=enter,2=exit,3=enter/exit
ACTIV_CODE	42	2	Activity Code	(WSA defined usage)
ACTIV_TYPE	45	15	Activity Type	(description)
EXIT_ACTIV	66	8	Exit Date from Activity	(YYYYMMDD format)
COMPLT_ACT	75	1	Successfully Completed	1=yes, 2=no, blank if no exit yet
DIRECTCOST	77	1	Direct Participant Cost	1=yes, 2=no
FUND_STAT	79	1	Fund Status	1=obligated, 2=expended, 3=not applicable
LINE_CODE	83	2	Line Code of Activity	xx
AMOUNT1	86	6	Expended	(\$\$\$\$\$)
AMOUNT2	98	6	Obligated	(\$\$\$\$\$)
OPT_ACTIV1	105	4	WSA Optional Field 1	WSA Optional Field 1
OPT_ACTIV2	110	4	WSA Optional Field 2	WSA Optional Field 2
OPT_ACTIV3	120	15	WSA Optional Field 3	WSA Optional Field 3
PROJ_END	136	8	Projected Ending Date	(YYYYMMDD format)
WSA	145	2	WSA number	01-03, 05-17
TRAIN_ID	148	5	Training Provider ID	
CREDENTL	154	1	Attained Credential	1=yes, 2=no
ADVTRAIN	156	1	Entered Advanced Training	1=yes, 2=no
POSTSECND	158	1	Entered Post Secondary Trng	1=yes, 2=no
ATTAIN_GED	160	1	Attained GED	1=yes, 2=no
AA_AS	162	1	AA or AS Diploma	1=yes, 2=no
BA_BS	164	1	BA or BS Diploma	1=yes, 2=no
OCCLICNS	166	1	Occupational Skills License	1=yes, 2=no
OCC_CRED	168	1	Occ. Skills Cert/Credential	1=yes, 2=no
HSDIPLOMA	170	1	High School Diploma	1=yes, 2=no
MILITARY	172	1	Youth in Military Service	1=yes, 2=no
APRENTICE	174	1	Youth in Apprenticeship	1=yes, 2=no
JOURNEYMAN	176	1	Journeyman Status	1=yes, 2=no
CERTIFICATE_T_A	178	1	Certificate of Technical Ach.	1=yes, 2=no
HRS_BASIC	180	5	Actual Hrs. Participation in Basic Skills Training	OPTIONAL
HRS_OCCUP	186	5	Actual Hrs. Participation in Occupl. Skills Trng	OPTIONAL
HRS_OJT	192	5	Actual Hrs. Participation in On-the-Job Training	OPTIONAL
HRS_WKEXP	198	5	Actual Hrs. Participation in Work Experience	OPTIONAL
HRS_OTHRSK	204	5	Actual Hrs. Participation in Other Skill Training	OPTIONAL
DOT CODE	210	9	DOT Code of Training	
ENT_ACTIV	220	8	Date Activity Began	(YYYYMMDD format)

YYACT.TXT Continued

****Total Record Length is 387 Positions****

(Activity Information)

Header Description/ Field Name	Start Pos.	Field Size	Description of Item	Valid Response Definitions / Notes
*****	*****	*****	*****	*****
ACT_HOURS	237	5	Activity Hours	
VENDOR_WW	243	35	Vendor/Employer Name	
EMP_TYP_WW	279	1	Type of Employment	1=Subsidized Public 2=Subsidized Private 3=Unsubsidized
WAGE_WW	281	6	WtW Wage	\$\$\$cc
HOURS_WW	288	3	WtW Hours per Week	xxx
BENEFIT_WW	292	1	Benefit Status	1=includes benefits, 2=no benefits
SUBSIDY_WW	294	6	Amount of Wage subsidy	\$\$\$cc
ACTIV_NTR	301	8	Date Activity Entered	YYYYMMDD format
ONET_CODES	310	8	ONET Job Code	ONET Job Code
READ_ACT	320	4	Interval Reading Skills Grade Level	(incl. decimal -- e.g. 9.5)
MATH_ACT	324	4	Interval Math Skills Grade Level	(incl. decimal -- e.g. 9.5)
OFF_NAME	328	30	Office Name	(right justified standardized name)
CASE_MGR	358	30	Case Manager	(right justified standardized name)

YYEXIT.TXT Exit Information

****Total Record Length is 212 Positions.****

Header Description/ Field Name	Start Pos.	Field Size	Description of Item	Valid Response Definitions / Notes
*****	*****	*****	*****	*****
SSN	1	9	Social Security Number	Social Security #
WSA_NO	11	2	WSA ID Number	01-03,05-17
PMIS_ID	14	4	PMIS ID if Applicable	PMIS ID if Applicable
PGCD	19	2	Program Code	Program Code
ENROLL_DAT	22	8	Registration Date	(YYYYMMDD format)
TERM_DATE	31	8	Date of Program Exit	(YYYYMMDD format)
TERM_CODE	40	2	Exit Code	01-99 (look-up table)
PLCMT_JTIT	43	22	Job Title of Placement	Job Title of Placement
PLCMT_HRS	66	2	Hours/Week if Placement	01-99
PLCMT_BEGIN	69	8	Date of Employment	(YYYYMMDD format)
TRAIN_REL	78	1	Training Related Placement	1=yes, 2=no
PLCMT_CTY	83	2	Employer County if Placement	01-92 (if IN placement)
PLCMT_CITY	86	21	Employer City if Placement	City Name of Employer
PLCMT_STA	109	2	Employer State if Placement	State Abbreviation of Employer
PLCMT_ZIP	112	5	Employer Zip if Placement	Zip Code of Employer
PLCMT_PHON	118	10	Employer Phone if Placement	Phone # of Employer
PLCMT_WAGE	137	6	Hourly Wage if Placement	\$ per hour (\$\$\$cc)
D_EMP_NAM	144	24	Expanded Employer Name	(exp. in PY 93)
FRINGE_BEN	169	1	Fringe Benefits	1=yes, 2=no
UCC_COVRD	171	1	Job Covered by U.C. Benefits	1=yes, 2=no
				3=Self-Employed and Covered by UC
				4=Self-Employed and Not Covered by UC
PLCMT_DOT	177	9	DOT Code of Placement	
RECD_NEEDS	189	1	Received Needs-Related Payments	1=\$1-49, 2=\$50-125, 3=over \$125, 4= NA
TERM_NTR	195	8	Date exit entered in system	YYYYMMDD FORMAT
PLCMT_ONET	204	8	ONET Job Code ONET Job Code	
SCHOL_EX	212	1	School Status at Exit	1=In-school, H.S. or less 2=In-school, Alternative School 3=In-school, Post H.S. 4=Not attending, Dropout 5=Not attending, H.S. graduate

YYCONT.TXT Follow-Up Contact Information

****Total Record Length is 255 Positions****

Header Description Field Name	Start Pos.	Field Size	Description of Item	Valid Response Definitions / Notes
*****	*****	*****	*****	*****
SSN	1	9	Social Security Number	Social Security #
WSA_NO	11	2	WSA ID Number	01-03,05-17
PMIS_ID	14	4	PMIS ID if Applicable	PMIS ID if Applicable
PGCD	19	2	Program Code	Part. Program Code
ENROLL_DAT	22	8	Registration Date	(YYYYMMDD format)
CONT_LAST	31	15	Contact's Last Name	Contact's Last Name
CONT_FIRST	47	12	Contact's First Name	Contact's First Name
CONT_MI	60	1	Contact's Middle Initial	Contact's Middle Initial
CONT_PHON	62	10	Contact's Phone Number	Contact's Phone Number
2CONT_LAST	73	15	2 nd Contact's Last Name	2 nd Contact's Last Name
2CONT_FIRST	89	12	2 nd Contact's First Name	2 nd Contact's First Name
2CONT_MI	102	1	2 nd Contact's Middle Initial	2 nd Contact's Middle Initial
2CONT_PHON	104	10	2 nd Contact's Phone Number	2 nd Contact's Phone Number
CELL_PHONE	115	10	Cell Phone Number	Client's Cell Phone Number
EMAIL_ADDRESS	126	128	Email Address	Client's Email Address

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